

# Retention and Classification Report

**Agency:** Department of Administrative Services. Division of Purchasing  
and General Services. Central Mailing Office (211)  
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**Records Officer** Christopher Hughes

80079	Daily financial report
80081	Interdepartmental transfers
80078	Mail authorization forms
80077	Mail room internal audit management reports
80080	Petty cash reimbursement request

**AGENCY:** Department of Administrative Services. Division of Purchasing and General Services. Central Mailing Office

**SERIES:** 80079

1

**TITLE:** Daily financial report

**DATES:** 1982-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.40 cubic feet.

**DESCRIPTION:**

These are federally required reports used by the state mailroom, which is a contract station for the Post Office, to account for the consignment value of stamps. It is completed daily and the original is sent to the post office for reconciliation. This series includes bank deposit slips, registered mail certificates, and the stamp requisition form.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years after fiscal year and then destroy.

**APPRAISAL:**

Fiscal

This retention is based on the U.S. Post Office's retention found in their Administrative Support Manual dated January 2, 1986.

**AGENCY:** Department of Administrative Services. Division of Purchasing and General Services. Central Mailing Office

**SERIES:** 80081

3

**TITLE:** Interdepartmental transfers

**DATES:** 1982-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These are records used for interdepartmental billings.

This includes the IDT with all detail that was used to create the IDT. This billing detail is not sent to Finance.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 26.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 18 months after fiscal year end and then transfer to State Records Center. Retain in State Records Center for 18 months and then destroy.

**APPRAISAL:**

Administrative Fiscal

These records contain fiscal detail not found on Finance's copy. Therefore, these need to be kept for the standard audit retention period.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Administrative Services. Division of Purchasing and General Services. Central Mailing Office

**SERIES:** 80078

3

**TITLE:** Mail authorization forms

**DATES:** 1984-

**ARRANGEMENT:** Numerical by batch number.

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These are authorizations to spend consignment funds or charge agencies for mailing. These forms also record the amount spent and the amount mailed (piece count) and the machine used. The data is then keyed into a database which then creates a IDT (TC-61) and a postage-used report. It is used as a detail file and a reference file. The information includes date used, postage machine used, number of pieces mailed, and total dollar amount.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 40.

**AUTHORIZED:** 11/19/2008

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 18 months after end of fiscal year and then transfer to State Records Center. Retain in State Records Center for 18 months and then destroy.

**APPRAISAL:**

Administrative Fiscal  
These records have audit value.

**AGENCY:** Department of Administrative Services. Division of Purchasing and  
General Services. Central Mailing Office

**SERIES:** 80078

**TITLE:** Mail authorization forms

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Administrative Services. Division of Purchasing and General Services. Central Mailing Office

**SERIES:** 80077

3

**TITLE:** Mail room internal audit management reports

**DATES:** 1980-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These are records sent to the bureau manager and used to checkup on the effectiveness of mailroom activities.

This series includes batch total reports, meter usage reports, BRM activity reports, internal audit reports, and specially requested reports.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 22.

**AUTHORIZED:** 04/07/2000

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Administrative

These records have administrative value only.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Administrative Services. Division of Purchasing and General Services. Central Mailing Office

**SERIES:** 80080

3

**TITLE:** Petty cash reimbursement request

**DATES:** 1982-

**ARRANGEMENT:** Numerical by department number

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These are used like a warrant request to receive funds for the mailroom's petty cash fund. A copy of this form is sent to Finance and a check is returned.

The information includes contains agency name, low organization number, date, amount requested, and the purpose of the payment.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 33.

**AUTHORIZED:** 04/10/2000

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after fiscal year and then destroy.

**APPRAISAL:**

Administrative

These records have administrative value only.

**PRIMARY CLASSIFICATION:**

Public